**Job Description**

**Road Safety Officer**

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| **Service:** | Highways | **Team:** | Road Safety | |
| **Location:** | Countywide | | | |
| **Salary range:** | £21,748 - £25,481 | **Grade:** | | 6 |
| **Reports to:** | Road Safety Team Leader  (Engagement & Education) | **Staff responsible for:** | | 0 |

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| **Job Purpose** |
| The Road Safety Officer will form part of the team tasked with preventing road casualties in Lancashire and improving road safety for residents and all those who travel on our highway network.  The post holder will support the Road Safety Manager and Road Safety Team Leader in the creation and delivery of effective interventions to reduce road casualties across the county.  The Road Safety Officer will actively engage with local schools, elected members, community groups, businesses, and member organisations of the Lancashire Road Safety Partnership including emergency services to facilitate delivery of the Towards Zero Lancashire Road Safety Strategy.  The post is a full-time position (37 hours per week) working under a flexitime system based at County Hall. Although County Hall has been specified, there will be an expectation for the successful candidate to work from a range of locations across the county as required to engage with partners and deliver road safety interventions. As such the successful post holder is classed as an essential car user and must hold a full and valid driving license and have access to a vehicle with business use insurance. |
| **Accountabilities/Responsibilities** |
| |  | | --- | | * Support delivery of the Towards Zero Lancashire Road Safety Strategy. * Develop road safety advice and interventions to address key issues in Lancashire for delivery online, in person, on street or via social media. * Deliver initiatives including the delivery of online and in person presentations to community groups and schools, the facilitation of group discussions and events organisation. * Build, support and manage effective relationships with internal and external partner organisations. * Apply analytical judgement to interpret data and information. * Evaluate the effectiveness of interventions. * Maintain an up to date working knowledge of the practices, processes and procedures relevant to the role. * Assist in advance planning of activities using practical and procedural knowledge. * Undertake site visits and attend meetings with internal and external partners. * Produce written reports and summaries to be made available to relevant Heads of Service including project proposals, progress reports and evaluations. * Liaise with services within LCC including teams across Highways, Public Health and Corporate Communications. * Support new starters within the team and assist with induction and training. * Account for expenditure from agreed budgets. * Administration of support systems and processes. | |
| **Other** |
| * **Equal Opportunities**   We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.   * **Health and safety**   All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.   * **Customer Focused**   We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times. |
| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:**   * **Supportive**   We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.   * **Innovative**   We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.   * **Respectful**   We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.   * **Collaborative**   We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone. |

**Person Specification: Road Safety Officer**

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

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| **Qualifications** |
| Degree or demonstrable equivalent gained through work experience  Possession of, or the ability to demonstrate the capability to gain, relevant qualifications where applicable. |
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| **Experience** |
| * Experience of road safety or the ability to demonstrate the competence to undertake the role. * Project development & successful implementation. * Analysing data to make informed decisions. * Working with a wide variety of people and organisations. * Developing & delivering behaviour change interventions.\* * Contributing to the development of improved policies, plans & procedures.\* * Using MS Teams or equivalent for meetings and presentations.\* * Events organisation.\* |
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| **Essential knowledge, skills & abilities** |
| * Ability to work as a member of a team. * The ability to develop good working relationships with outside agencies. * Excellent communication & presentation skills, written and verbal. * Negotiation and Influencing. * Complaint handling, including investigation and resolution. * Good level of ICT skills including but not limited to MS Office – Word, Excel & PowerPoint. * Ability to manage broad and varied workload and work within given parameters to deadlines and targets. |
| The post holder will have an understanding of road safety and be enthusiastic about preventing road casualties in Lancashire. |
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| **Other essential requirements** |
| * Commitment to equality and diversity. |
| * Commitment to health and safety. |
| * Display the LCC values and behaviours at all times and actively promote them in others. |
| * This is an essential car user post   *You will be required to provide a car for use in connection with the duties of this post and must be insured for business use*. *In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive.* |